

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
ACCOUNTING CAREERS TRAINEE (TARGET CLASS: ACCOUNTS EXAMINER)
ACCOUNTS PAYABLE DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 55 Elm Street, Hartford, CT 06106
Job Posting No: #81669
Hours: Full Time (40 hours)
Salary: \$44,654 (AR15) Starting Annual Salary
Closing Date: June 19, 2015 - Application materials must be received by 5:00 p.m. by this date

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill an **Accounting Careers Trainee – Target Class: Accounts Examiner** position in the Accounts Payable Division. This position is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting or auditing position.

Examples of Duties:

The successful candidate will be trained to process vendor payment conversions to electronic payments, assist in development of methods to increase participation, assist in fraud prevention initiatives, resolve payment returns; maintain the Core-CT vendor file, analyze vendor information from state agencies and vendors, establish new vendors, analyze transaction history and determine proper method for updates in accordance with system functionality, examine vendor records for compliance with regulations and procedures; process IRS W-9 forms; analyze transactions for Internal Revenue Service (IRS) reportability, may assist in issuance of IRS Forms 1099MISC, 1099S and 1099G; notify agency personnel of detailed procedures and system functionality related to vendor information; assist higher level staff in resolving purchasing, accounts payable and related matters in the Core-CT financial module; prepare periodic financial reports for management pertaining to division production and statewide agency statistics; develop and maintain Excel and Access; conduct training regarding agency and central user (APD) procedures related to Core-CT processes; develop EPM and SQL queries to extract data from Core-CT for analysis; and performs other related duties as required.

Preferred Skills:

- Knowledge of PeopleSoft software and/or the State’s Core-CT system
- Analytical skills
- Strong Microsoft Access and Excel experience
- Written and verbal communication skills

Experience and Training:

Possession of a Bachelor’s degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

Term of Appointment:

The length of the training program is two (2) years.
If a candidate has a Master’s Degree which is an allowed substitution of the target classification the training program may be reduced by one (1) year.

SCHEDULE OF STARTING SALARIES FOR ACCOUNTING CAREERS TRAINEE

Minimum Requirements	Hiring Rate	Completion of 1 Year of Training
Bachelor’s degree with 15 Semester hours in accounting	Step 3	Step 5
Bachelor’s degree with 30 Semester hours in accounting	Step 5	Step 7
Master’s degree in a related field and 15 credits in accounting	Step 5	Step 7
Master’s degree in a related field and 30 semester hours in accounting	Step 6	Step 7

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, three (3) letters of professional references from current and/or previous supervisors and a completed signed State Application Form (Form CT-HR-12--available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf . Indicate the job posting number on the application form. State employees must include copies of their last three (3) Performance Evaluations in lieu of references no later than the closing date at the top of this announcement to:

**Grace Soares, Human Resources Associate
Office of the State Comptroller
Administrative Services Division/Human Resources Office
55 Elm Street, 2nd Floor, Room 208, Hartford, CT 06106
Fax: 860-702-3324
OSC.HR@ct.gov**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED
ABOVE WILL NOT BE CONSIDERED.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.